

Child protection and safeguarding: COVID-19 addendum

The Perins MAT

Perins School

Sun Hill Junior School (SHJS)

DRAFT

Approved by:	[Name]	Date:	[Date]
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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL) Perins	Alexei Western	Western@perins.hants.sch.uk 07496032071 01962737263
Deputy DSL Perins	Mark Nevola Fern Calver Amy Craig Clive Surry	Nevola@perins.hants.sch.uk Calver@perins.hants.sch.uk craig@perins.hants.sch.uk surry@perins.hants.sch.uk
Designated safeguarding lead (DSL) SHJS	Sue Griffiths	s.griffiths@sunhill-jun.hants.sch.uk 01962 732801
Deputy DSL SHJS	Marie-Louise Woods Stacey Lakeman	m.woods@sunhill-jun.hants.sch.uk s.lakeman@sunhill-jun.hants.sch.uk
Headteacher Perins	Steve Jones	Sjones@perins.hants.sch.uk
Headteacher SHJS	Sue Griffiths	s.griffiths@sunhill-jun.hants.sch.uk
Local authority designated officer (LADO)	Mark Blackwell Barbara Piddington	Mark.blackwell@hants.gov.uk Barbara.piddington@hants.gov.uk
Chair of Trustees	Alison Mayne	amayne@perins.hants.sch.uk

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners (HSCP) and local authority (LA), Hampshire County Council (HCC).

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- › Have a social worker, including children:
 - With a child protection plan
 - Assessed as being in need
 - Looked after by the local authority
- › Have an education, health and care (EHC) plan

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- › The best interests of children must come first
- › If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- › A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- › It's essential that unsuitable people don't enter the school workforce or gain access to children
- › Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

- Record all concerns on Cpoms in a timely fashion. These will be monitored on a daily basis by members of the safeguarding team.
- If you think that a child is at immediate risk, then you should also contact the DSL (or deputies if unable to do so). Email and phone contacts are at the front of this document.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site or at least immediately contactable and able to respond and attend site in an emergency.

Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be in school, they can be contacted remotely by phoning 07496032071 or using the list of contacts at the start of this addendum.

We will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

On occasions where there is no DSL or deputy on site, a senior member of staff will take responsibility for co-ordinating safeguarding. This will be the 'lead' as per the key-worker rota.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

6. Monitoring attendance

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by phoning to confirm if we are expecting them to attend
- Notify their social worker, where they have one
- Inform DSL, Data manager and Headteacher of any attendance updates from parents/carers

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

All emergency and additional contacts for pupils attending school are in Sims and can be found in the usual fashion

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this. The DSL and Deputy Headteacher (Pastoral) will notify all leaders and any other key staff of any pupils that we have offered a place to and accepted.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 Contact plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact

Pupils fall in to 1 of 4 categories and will be contacted on either a daily, twice weekly or weekly basis. All other pupils fall into category 4 and will be contacted by teaching staff as per the home learning package.

We will work alongside children's services when dealing with category 1 pupils to ensure a plan of support and monitoring is in place from all agencies involved.

If we can't make contact with category 1 pupils, then we will contact the MASH team and the Police as appropriate.

Category 1 – Those on a child protection plan or where the Guidance team and DSL feel there is significant cause for concern.

Category 2 – Pupils receiving support from family support services/early help or other level 3 help as set out by the Hampshire threshold model.

Category 3 – Pupils who have been identified internally as 'vulnerable' by the guidance team and DSL based on home conditions, mental health etc.

Category 4 – All other pupils

10.2 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, children are likely to be spending more time online (see section 11 below).

11. Online safety

Online teaching should follow the same principles as set out in the staff code of conduct. Perins and Sun Hill Junior School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

IT support will be contactable on a daily basis and will work from home where possible.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff acceptable use policy.

We will update this section as soon as a platform for video calling/video casting is agreed

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

11.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Key workers / Guidance managers will be working with category 1-3 pupils as set out in section 10.1.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time through email, publishing on the school website and using social media platforms such as Facebook and Twitter.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

13. Staff recruitment, training and induction

13.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

13.2 Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1

13.4 Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

- Any staff / volunteers working in our settings will be signing in on the electronic sign in system so all information is logged and checks can be completed if necessary.

14. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the virtual school head

Where the DSL, deputy or SENCO can't share this information, the senior staff identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Monitoring arrangements

This policy will be reviewed as guidance from the Hampshire Local Safeguarding Partnership, the LA or DfE is updated, and as a minimum **each week**. Any changes will be approved by the Trust Board but possibly not before sharing with staff. This is due to the current situation changing on a daily basis.

16. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff Code of Conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Whistleblowing policy
- Behaviour policy
- Anti-bullying policy